



Republic of the Philippines  
**ROMBLON STATE UNIVERSITY**  
Odiongan, Romblon  
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## BIDS AND AWARDS COMMITTEE

**TECHNICAL SPECIFICATIONS**  
Solicitation Number: RSU-2021-05-040  
ABC: PhP1,041,876.00  
QTY: 11,449

### PROCUREMENT OF OFFICE AND JANITORIAL SUPPLIES FOR THE DIFFERENT UNITS OF ROMBLON STATE UNIVERSITY (REPOST)

UNIT	ITEM DESCRIPTION	STATEMENT OF COMPLIANCE
bar	Detergent Bar Soap	
bars	Cleanser scouring powder	
bottles	Alcohol 70% solution 500ml (isopropyl)	
bottles	Baygon 600ml - Odorless	
bottles	Correction Fluid, 15ml	
Bottles	Dishwashing Liquid 500ml	
bottles	Hand Sanitizer 500ml	
bottles	Hand soap, liquid 500ml	
Bottles	Ink for Printer Epson Genuine (Black) 700ml bottle	
Bottles	Ink for Printer Epson Genuine (Cyan) 700ml bottle	
Bottles	Ink for Printer Epson Genuine (Magenta) 700ml bottle	
Bottles	Ink for Printer Epson Genuine (Yellow) 700ml bottle	
bottles	Ink, Permanent Marker, Black, 30ml	
bottles	Ink, Stamp Pad, Purple or Violet, 50ml	
bottles	Ink, Whiteboard Marker, 30ml, black	
bottles	Ink, Whiteboard Marker, 30ml, blue	
bottles	Ink, Whiteboard Marker, 30ml, red	
bottles	Toilet Bowl and Urinal Cleaner, 900-1000ml cap	
box	Chalk, Dustless White 100pcs/box	
box	Clip, Binder, back fold, 1", 12pcs/box	
box	Clip, Binder, back fold, 1-1/4", 12pcs/box	
box	Clip, Binder, back fold, 1-5/8", 12pcs/box	
box	Clip, Binder, back fold, 2", 12pcs/box	
box	Clip, Binder, back fold, 3/4", 12pcs/box	
box	Clip, Binder, 25mm, 12pcs/Box	
box	Index Tab, Self-adhesive, Clear (letter Tabbing's) 5 sets/box	
box	Marker, Whiteboard, Refillable (Blue)	
box	Rubber Band, Flat No. 18, 350 grams	
box	Rubber Band, Small size	
box	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip (12pcs/box)	
box	Staple Wire #10 (5mm) with 10 small boxes inside	
box	BOND PAPER, multicopy, for laser / ink-jet printers, high speed copier, legal size, 80gsm., 5reams/box	
box	BOND PAPER, multicopy, for laser / ink-jet printers, high speed copier, letter size, 80gsm., 5reams/box	
box	Disposable Protective Mask (Face Mask)	

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box	Marker, Permanent, Refillable, Fine (Blue)	
box	Marker, White board, Refillable, Fine (Black)	
box	Paper Clip, Big 50mm, Vinyl Coated	
box	Paper Clip, Small 25mm, Vinyl Coated	
box	Paper Clip, Small 28mm, Vinyl Coated	
box	Paper Fastener, Plastic Coated 50 sets/box	
box	Pencil #2 with eraser (12pcs/box)	
box	Push Pins Flat head 100pcs/box	
box	Sign Pen, black, liquid/gel ink, 0.5mm needle tip (12pcs/box)	
box	Staple Wire #35 5,000pcs	
box	Thumbtacks No. 153, 20g	
bundles	Bathroom Tissue 3ply (12pcs/bundle)	
can	Disinfectant Spray 400grams net content	
can	Air Freshener 200ml	
can	Multi-insect killer water based, 500ml	
dozen	Detergent Powder 1100g	
dozen	Laundry Bar Soap	
gallons	Alcohol 70% solution 1 gallon	
gallons	Bleach (disinfectant) 1gallon	
kg	Detergent soap, Powder 1kg	
kg	Rags, All Cotton	
liter	Ink Computer Printer (Epson) - Black	
liter	Ink Computer Printer (Epson) - Cyan	
liter	Ink Computer Printer (Epson) - Magenta	
liter	Ink Computer Printer (Epson) - Yellow	
liter	Ink for Printer (Cyan) Universal 1 lit./color (Refill)	
liter	Ink for Printer (Magenta) Universal 1 lit./color (Refill)	
liter	Ink for Printer (Yellow) Universal 1 lit./color (Refill)	
liter	Muriatic Acid 1000ml	
liter	Ink for Printer (Black) Universal 1 lit./color (Refill)	
meters	Gardening Hose	
pack	Cotton Balls, 150 pcs	
pack	Cartolina (Assorted)	
pack	Laminating Film Pre-cut ID size 95mm x 135mm x 250microns (100sheets)	
pack	Paper, Sticker, A4, Matte 10sheets/pack	
pack	Photo paper, glossy A4 size 220gsm (10pcs/pack)	
pack	PVC Binding Film, Legal 217 x 331mm, mic.250	
pack	PVC Binding Film, Letter 217 x 283mm, mic.250	
pack	Specialty board gsm 180 -White Long	
pack	Specialty board paper 8.5"x11" Letter size 220gsm (10pcs/pack)	
pack	Specialty board paper, 8.5" x 13" Legal size 220gsm (10pcs/pack)	
pack	Specialty paper 8.5"x11" Letter size (10pcs/pack)	

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pack	Specialty paper 8.5"x13" Legal size (10pcs/pack)	
pack	Tissue 2 ply 12rolls/pack	
pad	Sticky notes 0.5" x 2"	
pad	Sticky Notes 1 1/2" x 2"	
pad	Sticky Note Pad - 3" x 2" (Assorted Color)	
pad	Sticky Note Pad - 3" x 3" (Assorted Color)	
pad	Sticky notes 2" x 2"	
Panel	Curtain (Gray with pink)	
pcs	3 in 1 Printer with CISS (Scanner, Copier, Printer)	
pcs	Antibacterial Hand Soap, Regular size	
pcs	Ball pen, 0.7mm ballpoint (black)	
pcs	Ball pen, 0.7mm ballpoint (blue)	
pcs	Ball pen, 0.7mm ballpoint (red)	
pcs	Battery, size AA, dry cell	
pcs	Battery, size AAA, dry cell	
pcs	Broom, Soft (tambo), weight: 200g min. tiger grass	
pcs	Broom, stick (ting-ting)	
pcs	Camera Tripod Stand	
pcs	Cartolina , green	
pcs	Cartolina , pink	
pcs	Cartolina , red	
pcs	CD-RW with case	
pcs	Certificate Holder letter size 8.5/11"	
pcs	Chair, Revolving, black with side arm (office chair)	
pcs	Class Record 30 lvs 5 1/2" x 11"	
pcs	Clipboard Long Size	
pcs	Computer AVR	
pcs	Cork board with frame 3' x 4'	
pcs	Correction Tape (5mm x 12m)	
pcs	Cutter 6", heavy duty for paper	
pcs	Data File Box, Made of Chipboard, with closed ends (5" x 9" x 15-3/4)	
pcs	Dating and Stamping Machine (Self ink date) approved or rece	
pcs	Detergent powder, all purpose, 1 kilo/pouch	
pcs	Digital Audio Recorder, 32gb, USB Dictaphone with WAV, MP3 Player	
pcs	Disinfectant Foot tray	
pcs	Disinfectant Mat	
pcs	Documentary Tray, 2 Layers, Legal Size, Aluminum	
pcs	Documentary Tray, 3 Layers, Legal Size, Aluminum	
pcs	Door Mat, Cotton	
pcs	Dust pan	
pcs	DVD - RW (No Case)	
pcs	DVD - RW with Case	



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pcs	Envelope, Brown Legal size	
pcs	Envelope, Brown Letter size	
pcs	Envelope, Expanding, Kraft, Legal size with garter (yellow)	
pcs	Envelope, Expanding, Plastic, Legal size with garter	
pcs	Envelope, Mailing, with window, 80gsm, 105mm x 241mm Long	
pcs	Eraser, felt, for Blackboard or Whiteboard	
pcs	Extension Wire Universal 3-gang 6ft. (heavy duty)	
pcs	File Arch w/ lever arm 2-ring, D-type (2.5") Legal Size (Black)	
pcs	File Arch w/ lever arm 3-ring, D-type (2.5") Legal Size	
pcs	File Arch w/ lever arm 76mm x 230mm x 380mm, Legal Size (horizontal)	
pcs	Flash Drive 16gb capacity USB 3.0 Plug and Play	
pcs	Flash Drive 32gb capacity USB 3.0 Plug and Play	
pcs	Folder, Sliding, Morocco, Legal size	
pcs	Folder, Sliding, Morocco, Letter size	
pcs	Folder, Sliding, Plastic, Legal size	
pcs	Folder, Sliding, Plastic, Letter size	
pcs	Folder, White 14 pts. 9" x 11.5", Letter	
pcs	Folder, White 14 pts. 9" x 14.5", Legal	
pcs	Glue gun, Full sized (big)	
pcs	Glue, Multi-Purpose 130grams, White	
pcs	Glue, Multi-Purpose 454grams, White 473ml	
pcs	Hand soap, 135g	
pcs	Illustration board, double face, (30"x40")	
pcs	Laminating Machine A3, Heavy duty, ID Laminator	
pcs	LED Ring Light, with tripod Phone Holder Clip	
pcs	Magfile Double Closed Horizontal Legal size (file box)	
pcs	Magfile Single Closed Horizontal Legal size (file box)	
pcs	Marker, Permanent, Refillable, Broad (Black)	
pcs	Marker, Permanent, Refillable, Broad (Red)	
pcs	Marker, Permanent, Refillable, Fine (Black)	
pcs	Marker, Permanent, Refillable, Fine (Red)	
pcs	Marker, White board, Refillable, (Red)	
pcs	Marker, Whiteboard, Refillable (Black)	
pcs	Mini Wireless Cordless Clip-on Lapel Tie Microphone Mic Transmitter Set	
pcs	Mouse, Optical USB Connection Type	
pcs	Pail with metal handle, 16liters	
pcs	Pail with metal handle, 24liters	
pcs	Paper Highlighter/Marker	
pcs	Paste with Spreader, 200g	
pcs	Pencil Sharpener	
pcs	Philippine National Flag 3' x 6' (Satin)	
pcs	Plastic Dust Pan (Medium Size)	



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pcs	Power Point Presentation Pointer with Laser and Bluetooth	
pcs	Puncher, 2-hole (heavy duty)	
pcs	Record Book 300 pages, size 214mm x 278mm	
pcs	Record Book 500 pages	
pcs	Ruler 12", Plastic (Clear)	
pcs	Scissors 6" (Medium size, Heavy Duty)	
pcs	Scrub Sponge 75mm x 75mm x 30mm Heavy Duty	
pcs	Sharpener, Single Cutter head, heavy duty	
pcs	Sign pen - Hi-Tec point V5 (blue)	
pcs	Spiral, Plastic (Ring Binder) 1 1/2"	
pcs	Spiral, Plastic (Ring Binder) 1"	
pcs	Spiral, Plastic (Ring Binder) 1/2"	
pcs	Spiral, Plastic (Ring Binder) 1/4"	
pcs	Spiral, Plastic (Ring Binder) 1/8"	
pcs	Spiral, Plastic (Ring Binder) 2"	
pcs	Spiral, Plastic (Ring Binder) 3/4"	
pcs	Stamp Pad	
pcs	Stamp Pad, Violet Ink felt pad, min 60mm x 100mm	
pcs	Stapler (heavy duty) uses #10 or 5mm staple wire	
pcs	Stapler with remover (heavy duty) use 24/6-26/6 staples	
pcs	Stick Glue (Hot Melt Glue)	
pcs	Storage Box (Large Size)	
pcs	Tape Dispenser, Heavy Duty for 1" tape	
pcs	Thermal Scanner	
pcs	Toilet Bowl brush	
pcs	Toilet deodorizer 50g	
pcs	Wall Clock (Heavy Duty)	
pcs	Waste Basket, Big (plastic)	
pcs	Waste Basket, small (plastic)	
pcs	White Board Aluminum Frame 2x3 (Good quality)	
pcs	White Board with Aluminum Frame 4x8 (Good quality)	
ream	Paper, Book Paper Legal size (8.5" x 13")	
ream	Paper, Book Paper Letter size (8.5" x 11")	
ream	Neon Colored papers, Legal 8.5"x13"	
ream	Neon Colored papers, Letter 8.5"x11"	
ream	Paper, Bond, 8.5" x 11", Letter size subs. 20, 70gsm, Ultra White	
ream	Paper, Bond, 8.5" x 13", Legal size subs. 20, 70 gsm, Ultra White	
ream	Paper, Bond, A4 Size, 210mm x 297mm, 70gsm	
roll	Garbage Bag, Large 10pcs/roll	
roll	Garbage Bag, XL 10pcs/roll	
roll	Plastic Cover, G-4	
roll	Tape, Masking 24mm(1") width, usable length 50m	
roll	Tape, Packaging 48mm(2") width, usable length 50m	



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roll	Tape, Transparent 24mm(1") width, usable length 50m	
roll	Tape, Transparent 48mm (2") width, usable length 50mm	
roll	Clear PVC Plastic Cover Roll Gauge 12 (48"x50m)	
roll	Tape, Double-sided 24mm (1") width	
roll	Tape, Masking 48mm(2") width, usable length 50m	
set	Floor mop with Mop wringer, Tornado 360°	
set	Logitech S150 PC Speakers, 1.2W (RMS)	
set	Padlock, 50mm	
sheets	Acetate Clear PVC Binding Cover - Long	
sheets	Acetate Clear PVC Binding Cover - Short	
tube	Ball pen, 0.5mm ballpoint (black)	
tube	Ball pen, 0.5mm ballpoint (blue)	
tube	Ball pen, 0.5mm ballpoint (red)	
unit	External Hard drive 1 TB US 3.0	
unit	Portable Speaker	
unit	Calculator (Casio, Business Calculator) MS 120BM - 12 digits) Two-way Power	

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 Name and Signature of the Bidder/Authorized Representative

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 Name of the Company